

D. Civic Center Study



CITY OF KENMORE
Civic Center Space Needs and Program

Technical Memorandum

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Draft



Arai/Jackson Architects and Planners

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Part A. Introduction

This analysis summarizes the space needs and recommends a space needs program for a future Kenmore Civic Center. It considers three civic components: a City Hall, Library and Community Center.

This space needs and program looks at both short-term and long-term space needs: a short term needs assessment to the year 2006, and a long-term analysis to accommodate identified growth in staff and function to the year 2020.

A.1. Purpose of Program

This Civic Center space needs and program is designed to identify and document the space considerations for Kenmore's future Civic Center. This analysis incorporates the City's future goals and envisioned growth in City services. The City's long-term space needs and functional requirements will determine the size of a new Civic Center. The information gathered in this document will assist the City in the preparation of capital improvement budgets and can be used to guide site and building design when the City is prepared to build a new Civic Center complex.

As a part of the Kenmore Downtown Plan, the future Civic Center is envisioned as a catalyst project for future downtown redevelopment efforts, serving as an anchor tenant in a mixed-use development project. As envisioned, the Kenmore Civic Center would result in a different type of product than what might be found in a typical City Hall. The potential Civic Center development would accommodate City Hall, Library, and Community Center facilities as well potential other uses to be explored in greater detail in the Kenmore Downtown Plan.

A.2. Civic Center Program Methodology

The Civic Center space needs forecast was derived from staff and department director interviews and questionnaires, statistics and projections from the City of Kenmore Comprehensive Plan (March 2001) and professional observations of comparable cities to determine the space needs for a new Kenmore Civic Center.

Interviews

City and Library staffs were interviewed to determine the overall needs and operational considerations of each department, and to gain an understanding of existing and future staffing needs.

Questionnaires

Two types of questionnaires were generated to gather data regarding the City's specific program requirements and future space needs. Each City employee was provided with a short staff questionnaire. The staff questionnaire identified employee responsibilities and activities, existing workspaces, future workspace considerations which would improve the City's provision of services, and gathered general employee ideas for a future City Hall facility. A secondary questionnaire was distributed to department directors. The Department questionnaire (completed by department directors) focused on overall department needs (existing and future) and addressed long term staffing plans. Blank versions of this questionnaire are included in the Appendix, item D.2.

A.3. Civic Center Space Needs Summary

Figure 1 summarizes the total space allocations for the future Kenmore Civic Center complex, which includes the following components: City Hall, Community Center, and Library. The estimated square footages are programmed to meet the City's needs to the year 2020. The assumptions utilized in this analysis and a detailed breakdown of the space needs per facility are located in *Part C. Draft Civic Center Space Program*, page 9 of this document. A future Civic Center could include the following types of buildings and square footages:

Figure 1: Civic Center Space Needs Summary

City of Kenmore

Summary

FACILITY SPACE DATA SUMMARY: CIVIC CENTER-ALL FACILITIES

Agency	2001 Existing Sq. Ft.	2006 Space Needs	2020 Space Needs
City Hall			
Option 'A'-Baseline City Hall	4,008	12,289	21,973
Option 'B'-Expanded City Hall & Police	0	0	7,599
Community Center	0	14,771	14,771
Library	2,112	10,000	10,000
Total Civic Center with Option 'A'			46,744 square feet
Total Civic Center with Option 'B'			54,342 square feet
Required Parking-Option 'A'			156 stalls
Required Parking-Option 'B'			181 stalls

Option 'A' is a Baseline City Hall forecast to accommodate future growth in City functions and services. Option 'A' assumes that the City will continue to provide the same types of departmental services, but will add two new departments: Parks and Recreation and City Engineering by 2006.

Option 'B' is an expansion option, which is included in this study to provide the City the option to build space which can accommodate future needs which are unforeseen today. The City could use this expansion space in the interim to meet community needs and/or generate revenue. For the purpose of this study and to allocate space for Option 'B,' this study assumes that the King County Sheriff's precinct would move east, out of the City of Kenmore between 2006 and 2020, and that the Kenmore Police officers would need to be accommodated in City Hall. Option 'B' accounts for growth in Parks, City Engineering and Police Services.

The estimated square footage and required parking forecasts are preliminary in nature. They are included as a preliminary placeholder at this point, and will be refined as the project alternatives are developed in greater detail.

Part B. Existing Conditions

B.1. Existing City Facilities

City Hall

The Kenmore City Hall is currently located at 6700 NE 181st Street. The building is a renovated bank, located within

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an existing commercial shopping center. The existing facility is approximately 4,000 gross square feet in size. The existing facility does not have space to accommodate future growth. As identified in the City's Comprehensive Plan (Public Services Element), the existing City Hall is anticipated to house City functions for approximately three to five years.

Library

The Kenmore Library, operated by the King County Library System, is located at 18138 73rd Avenue NE in the City of Kenmore. The existing library is of modular construction totaling 2,112 square feet in size. The library collection consists of approximately 29,000 volumes. The current Kenmore Library facility does not meet King County Library System's adequacy standards based on its size relative to the community demand. Library staff articulated a 10-15% increase in demand in the past year alone.

Community Center

There is currently no City-owned community center facility. However, there is currently a high demand in the City for community meeting spaces and activity rooms available to the public. The City is currently developing a Parks Plan to address demand and to develop a program for a future Community Center. The estimated space allocations in this document are subject to change pending the results of the Parks Plan.

B.2. Services Provided by the City

The City of Kenmore was incorporated in 1998. Based upon City Council direction, the City has made a policy decision to operate as a "contract City." As such, the City's current philosophy is to provide high level of service through contracts with existing service providers. A portion of City services are provided by in-house staff, the remaining is contracted to outside service providers. The existing City Departments are structured as follows:

City Departments

Services Provided by the City

- City Council
- City Manager's office
- Support Services (includes Finance and City Clerk)
- Community Development

Contracted Services

- Public Works: King County, Lake Forest Park (a full-time Public Works Superintendent, works at City Hall & coordinates Public Works contracts)
- Parks: Maintenance by private contract and Lake Forest Park
- Public Safety: King County Sheriff (police), King County District Court (courts)

Future Departments (to be providing service by 2006)

- City Engineering
- Parks and Recreation

Library

The Kenmore Library is classified as a small branch library within the King County Library System. According to King County library classifications, small branch libraries are typically under 5,000 square feet and house up to 40,000 volumes (King County Library System, Year 2000 Plan, 1998, Public Services Element, as cited in the Kenmore Comprehensive Plan, 2001). The Kenmore Library is open 5 days a week (closed on Tuesdays and Sundays) for a total of 38 hours per week.

B.3. Existing Department Functions

City Services

The following is a description of services currently provided by the City:

City Manager

The City Manager is the chief executive officer for the City, appointed by the City Council. The City Manager's office is responsible for implementing City Council policies, preparing the annual budget, City department activities, and the hiring/terminating of all City employees. The City Manager coordinates with all departments to communicate/implement City Council directives and policies and maintains a high degree of interaction among Council and the public.

Support Services

The Support Services Department is comprised of two divisions: Finance and the City Clerk's office.

Finance

The Finance department manages all aspects of Finance including cash and investment management, accounting and preparation of quarterly financial reports, the annual financial report, budget reports, accounts receivable, cashiering, general ledger, and payroll.

City Clerk

The City Clerk's office is responsible for all official public records management, greeting and assisting customers, front reception, and administrative support to City Council for all Council meetings.

Community Development

Community Development is responsible for implementing City Council policy and adopted City codes on such matters as land use, zoning, building permits, and comprehensive planning. The department is responsible for long range planning to accommodate the City's future growth.

Public Safety

Police, jail, and courts services are provided by King County. Kenmore Police officers work out of the King County Sheriff Precinct #2, located in the City of Kenmore. As identified in the Kenmore Comprehensive Plan, the City currently has 11.5 police officers with support services equaling 16.68 full-time employees.

Public Works

The City of Kenmore contracts with King County and the City of Lake Forest Park for the maintenance and management of City streets and surface water concerns. An in-house Public works superintendent coordinates and manages the contract work.

Kenmore Library

The Kenmore library collection primarily consists of popular materials, children's reading, reference, and computing stations. The library offers the following types of programs:

- Weekly story time during the a.m. and p.m. (at least once a

- month)
- Book discussion groups- daytime and evening
 - Writer's group-meets on a weekly basis
 - Computer workstation use- available on a sign-up basis
 - Tutoring program
 - English as a Second Language talk times
 - Study sessions

B.4. Existing Staffing Levels

City Hall

The City of Kenmore currently has 13 full-time employees working at City Hall. There are also 3 additional contract workers who require space in a future City Hall. See Figure 2 for a breakdown of employees per department.

Figure 2: 2001 City Hall Staffing

City of Kenmore		City Staff
FACILITY SPACE DATA SUMMARY: Existing City Staff		
Department	Existing Staff #	
CITY MANAGER	3	
City Manager		
Assistant City Manager		
Administrative Assistant		
SUPPORT SERVICES	3.5	
City Clerk		
Finance Director		
Accounting Technician		
1/2 time receptionist/office assistant		
PUBLIC WORKS	1	
Public Works Superintendent		
COMMUNITY DEVELOPMENT	5.5	
Director		
Senior Planner		
Associate Planner		
Permit Technician		
Administrative Assistant		
1/2 time receptionist/office assistant		
CONTRACT POSITIONS	3	
(These positions do not have a designated workspace in City Hall, but conduct work on-site and should be housed in a future facility)		
Building Inspector		
City Attorney		
Police Chief		
TOTAL Full-Time Employees	13	
TOTAL STAFF (including contract positions)	16	

Library Staff

The current library staff is comprised of a variety of full-time, part-time, and volunteer workers.

- One full-time managing librarian
- Four part-time library assistants-totaling 80 hours
- One children's librarian for 10 hours/week
- One young adult helper at 10 hours/week
- Volunteers-one volunteer is available every day of the week totaling approximately 7-10 regular volunteers.

Part C. Draft Civic Center Space Program

C.1. Space Assumptions

The following assumptions guided the development of the draft Civic Center Space Needs Program. These assumptions are categorized below by applicable City facility.

City Population Forecasts

- This analysis assumes short-term staffing and facilities growth to the year 2006 and long term growth to 2020.
- The existing City population is based on the Census 2000 figure, which is 18,678 persons.
- Year 2006 City population figures are based on forecasted population growth, as identified in the Comprehensive Plan, or a total of 22,831 persons within the City limits. The projected 2006 population also includes the population increases associated with the Lake Pointe Development (which is permitted).
- Year 2020 forecasted population includes the entire Planning Area, as identified in the City's Comprehensive Plan. The Kenmore Planning Area includes two study areas within the City's sphere of influence, and the projected population increases associated with the Lake Pointe Development. The projected Kenmore Planning Area population for the Year 2020 is 35,119 persons.

City Hall

- The City will continue to provide a high level of community service through a mix of City provided and contract services. It is assumed that the City will continue to maintain outside contracts to provide Public Safety (Police/Jails/Courts), and Public Works services.
- In response to City population growth, the City provided services will continue to grow in the Community Development, Support Services, and City Manager departments.
- It is envisioned that the City will expand its services to include new City Engineering and Parks and Recreation

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Departments prior to 2006. These departments will be housed in a future City Hall.

- The City will provide in-house office space for existing contract workers that require a presence at City Hall. The current building inspector, police chief, and City attorney staff positions will be accommodated in a future facility.
- Although the City will expand its existing services, provide spaces for its existing in-house contract workers, and add two new City departments (City Engineering and Parks and Recreation Departments), the City will not add new departments after 2006.
- The 2006 projected staff numbers are based on input from department directors of future staff growth.
- It is anticipated that the future City Engineering and Parks and Recreation Departments will grow at a faster rate between 2006 and 2020 than other City Departments.
- It is assumed that Year 2020 department space allocations (net square footages allocated to each department as a percentage of the total City Hall needs) will be maintained at approximately the same proportion as projected Year 2006 space needs, with the exception of the future Parks and City Engineering Departments which will grow at a faster rate than the other departments between 2006 and 2020.
- This analysis assumes that city vehicles will be stored at an off-site vehicular storage location such as a maintenance yard.

Community Center

- The Community Center square footages in this space needs analysis are **estimated** spaces designated solely for the purpose of this study and are subject to change. They do not represent a specified program for the Community Center. Future Community Center space needs will need to be revisited once the Parks Plan is completed and the City has had an opportunity to determine a Community Center 'program'.
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- There is currently a deficiency of community meeting places in the City of Kenmore. There are very few options for the public or local organizations to meet or hold programmed events.
- The basic purpose of the Community Center is to provide functional spaces to accommodate community meetings, civic functions, passive recreational programs and classes, minor senior services and potential community rental facilities.
- The Community Center space planning assumes that active recreational uses will be programmed elsewhere. This is primarily due to the fact that active recreational uses such as gymnasiums did not appear to be compatible with a compact, mixed-use development in the downtown.

Library

- The Library will continue to be operated by the King County Library System, but will be located in the new Civic Center.
- In association with the City of Kenmore, the King County Library System has planned for a future 10,000 sq. ft. branch library.
- King County Library facilities standards assume that approximately 80% of the library's area is devoted to public spaces and 20% to overhead.
- It is envisioned that there will be no major changes in the types of library and community services currently offered at Kenmore Library. The Library will continue to provide the same types of services and programs, but on a larger scale.
- This analysis does not take into consideration the potential capital facilities impacts to the King County Library System if I-747 passes in November 2001. If I-747 passes, all future planned library facilities will be put on hold indefinitely. No new capital facilities planning will occur. This is due to the fact that the current King County capital facilities budget is really a percentage taken out of their operational budget.

C.2. City Hall Space Recommendations

A set of recommended space standards are presented below. The space standards were developed through an assessment of the existing City occupied spaces, interviews and questionnaires which incorporate City staff input regarding their work environment, comparisons with similar civic facilities in the region, and space layout diagrams to confirm the appropriate net areas and to assist City staff with conceptualizing the recommended workspaces (see Part D.2. Space Diagrams).

Two options are presented for the City Hall analysis, as described in Figures 4-6 below.

Option A-Baseline Option

A base option, Option 'A', assumes that the City will continue to provide the same types of departmental services, but will add two new departments: Parks and Recreation and City Engineering by 2006.

The recommended spaces for the base option, Option 'A' are detailed in Figures 4 & 5 and explained further below. For the base option, Option 'A' a total of **21,973 sq. feet** is required to accommodate future growth in City staff and services to the year 2020.

Option B-Expansion Option

An expansion option, Option 'B', is included to give the City option to build space which can either accommodate future City needs which are unforeseen today and use space in the interim to meet community needs and/or generate revenue. For the purpose of this study and the allocation of space for an expanded City Hall option, Option 'B' assumes that the King County Sheriff's precinct would move east, out of the City of Kenmore between 2006 and 2020, and that the Kenmore Police officers would need to be accommodated in City Hall. Thus, Option 'B' accounts for growth in Parks and Recreation, City Engineering and Police Services. This option could also be considered as a 'flex space' opportunity whereby the City would lease space to other tenants in the short term, but could expand into this space in the long term. In the event that City decides to take on additional in-house services and functions, the City could slowly begin to occupy the lease space on an as-needed basis.

It is important to note that the primary purpose of this

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Expanded Option, Option 'B' is to attempt to accommodate potential growth in City Services that are unforeseen at the time of this writing. The inclusion of Police Services in Option 'B' was used as an example to program 2020 space needs in this expanded option. There is potential for a variety of uses or city services to be accommodated in the Option 'B' City Hall.

Figure 6 forecasts the additional space necessary to accommodate police services or potential future City Services in the expanded option, Option 'B'. Under Option 'B', a total of **29,571 sq. ft.** of space is required to accommodate future growth in City staff and services, and the potential to house Police Services or alternatively, 'flex space' to accommodate unforeseen needs at City Hall to the year 2020.

The following functional groups have been identified for inclusion for a new City Hall:

Figure 3: Options for a Future City Hall

City of Kenmore	City Hall Options
FUTURE CITY HALL OPTIONS-BREAKDOWN	
<u>CITY HALL SPACES- OPTION 'A'</u>	<u>CITY HALL SPACES-OPTION 'B'</u>
City Council	City Council
City Manager	City Manager
Support Services	Support Services
Community Development	Community Development
Public Works (in-house staff)	Public Works (in-house staff)
City Engineering	City Engineering
Parks and Recreation	Parks and Recreation
Public Safety (Police Chief only)	Public Safety-Police Services
Common and Support Facilities	Common and Support Facilities

Note: For Option 'B', the addition of Police Services to City Hall is anticipated between the years 2006-2020. The space allocated to potentially house "Police Services" at City Hall is solely for the purposes of allocating space for an expanded City Hall option. It is possible for this space to accommodate City staff growth needs that are currently unforeseen,

Staffing Level of Service

Existing

Utilizing the existing staff numbers (13 FTE) and City population of 18,678 persons (Census 2000 figures), there are approximately 0.70 full time employees per 1000 City residents. If the three contract positions are included in this level of service calculation, the City employees/city population ratio would equal 0.86 employees/1000 population. These numbers do not include Council Members.

2006 Future Level of Service

The City's staffing is projected to be 23 full-time employees in 2006. This number does not include potential interns, volunteers, or Council Members. Based on this staff number, there will be approximately 1.01 full time employees per 1000 City residents.

2020 Future Level of Service

The City's staff is projected to be 40 full-time employees by 2020. This equates to a level of service of 1.14 employees/1000 population. This number does not include potential interns, volunteers, or Council Members.

Forecasted City Staff Growth

The City Hall Space Needs summary, Figures 4 &5, incorporates growth in staff of up to 23 positions by the year 2006. Projected staff growth is based on individual staff assessments of future needs from each department director.

Based on future projected population increases and a level of service of 1.14 employees/1000 population, it is estimated that for the base option, Option 'A' that City staff could increase by up to 40 employees by the year 2020 (assumes the City will not take on any additional City departments or increase in the types of services provided after 2006). The expansion option, Option 'B', which includes Police Services in the calculations, could increase staffing considerations to 75 City employees [City Departments (40) and Police (35)] housed in a future City Hall.

Average Space per Employee

Existing

As cited in the Public Services Element of the Comprehensive Plan, there is approximately 307 square feet per housed employee. This figure utilizes the existing

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staff number of 13 FTE and the approximate square footage of City Hall of 4,000 g.s.f.

Future

Approximately 550 gross square feet/housed employee is included in the projected City Hall spaces needs analysis. This figure utilizes the projected 2020 staff number of 40 housed employees per 21,973 gross square feet of City Hall space.

Figure 4: OPTION 'A' City Hall Space Summary-Department Functions

This space summary describes projected net square feet by department, and gross square feet for a future City Hall for each of two target years: 2006 and 2020. The net area for each department does not include the circulation space within the individual department. Two grossing factors are used in this analysis: An "Inter-department circulation grossing factor" accounts for departmental circulation space, and the "Exterior Skin/Structure grossing factor" provides the grossing factor for the entire building.

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Option 'A'-Baseline

FACILITY SPACE DATA SUMMARY: CITY HALL

Space No.	Space Name:	2001 Existing Sq. Ft.	2006 Space Needs	2020 Space Needs	Rooms: X=Enclosed O=Open
1.00	CITY MANAGER	280	584	1,016	
1.01	Council Office		120		X
1.02	City Manager	133	200		X
1.03	Assistant City Manager	82	120		O
1.04	Administrative Assistant	65	80		O
1.04	Intern		64		O
2.00	SUPPORT SERVICES - CITY CLERK	130	278	483	
2.01	City Clerk	65	120		X
2.02	Deputy City Clerk		94		O
2.03	Office Assistant	65	64		O
3.00	SUPPORT SERVICES - FINANCE	124	214	372	
3.01	Finance Director	70	120		X
3.02	Account Technician	54	94		O
4.00	COMMUNITY DEVELOPMENT	333	882	1,534	
4.01	Director	78	120		X
4.02	Senior Planner	66	94		O
4.03	Associate Planner	56	94		O
4.04	Permit Technician	84	80		O
4.05	Administrative Assistant	49	64		O
4.06	Receptionist		64	shared - see 2.03	O
4.07	Building Inspector		64		O
4.08	Code Enforcement Officer		64		O
4.09	Intern/Contract		64		O
4.10	Volunteer/Intern		64		O
4.11	Permit Public Resource Center		110		O
5.00	PUBLIC WORKS	66	184	320	
5.01	Superintendent	66	120		X
5.02	Intern/Contract		64		O
6.00	PARKS AND RECREATION	0	214	511	
6.01	Director		120		X
6.02	Program Coordinator		94		O
	Parks (future position)			80	
7.00	CITY ENGINEERING	0	308	814	
7.01	City Engineer		120		
7.02	Engineer		94		
7.03	Engineer		94		
	Engineering staff (future)			80	
	Engineering staff (future)			80	
8.00	MISCELLANEOUS	0	240	417	
8.01	City Attorney		120		X
8.02	Police Chief		120		X

Figure 5: OPTION 'A' City Hall Space Summary-Support Spaces

City of Kenmore				Baseline	
FACILITY SPACE DATA SUMMARY: SUPPORT SPACES					
Space No.	Space Name:	2001 Existing Sq. Ft.	2006 Space Needs	2020 Space Needs	Rooms: X=Enclosed O=Open
9.00	SUPPORT SPACES	1,855	5,645	9,817	
9.01	Lobby		240		O
9.02	Vestibule		160		O
9.03	Reception Area	444	100		O
9.04	Admin/Support Services Public Counter		150		O
9.05	Community Dev./Public Works Public Counter	183	150		O
9.06	Public Restrooms (Men/Women)		400		X
9.07	Staff Restrooms (Men/Women)	133	200		X
9.08	Council Executive Session Room		200		X
9.09	Council Chambers		1,200	dividable/shared	
9.10	Small Conference Room (6-8 people)	158	150		shared
9.11	Large Conference Room (up to 25 persons)	352	375	dividable/shared	
9.12	Vault/Secure Storage	194	100		shared
9.13	Archival Storage/Dead Files		400		shared
9.14	Active Files		150		shared
9.15	Records/Reference		150		shared
9.16	Lunchroom/Breakroom	286	400		shared
9.17	Storage/Supply Room/Copy/Mailing		200		shared
9.18	Mechanical/Elect. Rooms		750		X
9.19	Janitors Closet/ Chemical Storage	15	50		X
9.20	Server Room	90	120		X
	SUBTOTAL Net Square Feet	2,788	8,549	15,285	
	Grossing Factor for Intradep't Circulation 25%	697	2,137	3,821	
	SUBTOTAL	3,485	10,686	19,107	
	Grossing Factor for Ext Skin/Structure 15%	523	1,603	2,866	
	Total City Administration	4,008	12,289	21,973	

Notes:

- 1) Existing storage sq. ft. is accounted for under item 9.12 "Vault". Future storage needs are broken down further and accounted for in Space No. 9.12-9.15.
- 2) Existing reception area is accounted for under item 9.03. Future reception areas are broken down further and accounted for in items 9.01-9.03.

As a basis for comparison, the Lake Forest Park City Hall, currently under construction, is approximately 20,000 square feet on two floors.

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Figure 6: Option 'B'-Expanded City Hall Option (City Hall and Police)

City of Kenmore		Option 'B'-Police Option			
FACILITY SPACE DATA SUMMARY: EXPANDED OPTION-POLICE					
Space No.	Space Name:	2001 Existing Sq. Ft.	2006 Space Needs	2020 Space Needs	Rooms: X=Enclosed O=Open
10.00	ADMINISTRATIVE	0	0	744	
10.01	Chief of Police			200	X
10.02	Administrative Sergeant			120	X
10.03	Secretary			64	O
10.04	Reception/Conference/Closet			360	O
11.00	RECORDS	0	0	476	
11.01	Record Clerks (3)			192	X
11.02	Record Storage			64	O
11.03	Staff Service Counter			40	
11.04	Storage/Supply/Copy/Waiting Area			180	
12.00	DETECTIVES	0	0	530	
12.01	Detectives (3)			240	X
12.02	Files/Project Area			100	O
12.03	Interview Room			90	
12.04	Special Investigations Workroom			100	
13.00	PATROL	0	0	2020	
13.01	Sergeants (3)			240	X
13.02	Report Writing Area			240	O
13.03	Roll Call/EOC			700	O
13.04	Armory/Equipment Issue			40	O
13.05	Report Review			100	O
13.06	Lockers/Showers			700	O
14.00	SUSPECT PROCESSING/EVIDENCE	0	0	1344	
14.01	Processing Area/Holding Cells (2)			250	X
14.02	Juvenile/Special Holding			70	O
14.03	Sallyport/Bio Hazard/Bike Storage			500	
14.04	Supervisor			80	X
14.05	Evidence Storage			324	O
14.06	ID Lab			120	
15.00	PUBLIC SPACES/COMMON SPACE	0	0	788	
15.01	Report Taking			80	X
15.02	Fingerprinting			15	X
15.03	Explorers Workstation			64	
15.04	Community Policing Workstation			64	
15.05	Janitor			25	
15.06	Restrooms			150	
15.07	Mechanical/Electrical Room			300	
15.08	Server Room			90	
	SUBTOTAL Net Square Feet	0	0	5,902	
	Grossing Factor for Intradept Circulation 25%	0	0	1,476	
	SUBTOTAL	0	0	7,378	
	Grossing Factor for Ext Skin/Structure 15%	0	0	221	
	Total Police	0	0	7,599	
	Total City Administration			21,973	
	Option 'B" (City Hall & Police)Total			29,571	

Note: The City of Lake Forest Park was used as a case study to project the potential growth in Police Services. It is envisioned that the Police Services staffing currently provided by King County Sheriff Precinct #2 would more than double in size by 2020 to 35 FTE (existing staff of 16.5 FTE). This was determined by utilizing the Level of Service ratio of 1 officer/1,000

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population as identified in the Kenmore Comprehensive Plan, Public Facilities Element. This space allocation assumes that this facility will only have a holding cell and no court facilities.

City Hall-Workspaces

Figure 4 provides the net square footages per staff position in the existing City Hall.

Offices and Workstations

For the purposes of this study, an office is defined as a private room with walls and doors, which is provided where privacy or security is necessary. Private workstations are defined as a non-enclosed work area that will be furnished workstation systems furnishings.

City Hall-Common Space Considerations

In addition to employee workspaces, the space recommendations provide 'guidelines' for City Council chambers, conference/meeting rooms, common areas, and support spaces.

City Council

The Kenmore City Council does not presently have a Council chamber at City Hall. City Council meetings are currently held in the Northshore Utility District Headquarters. The space needs forecast includes the following types of spaces for the City Council in a new facility:

- Council chambers
- Executive session room adjacent to Council chambers
- Council shared office space

Conference Rooms and Meeting Areas/Shared Facilities

Some spaces are shared by the entire City staff and have been identified within this analysis so that they are available to all departments. Examples of these types of spaces include lunchrooms, staff restrooms, conference rooms, etc. Where departments specified a need for a conference room specific to their department, that space was identified under the department's space allocations.

Storage

On-site archival space is included in the 'Support Spaces' portion of the analysis. Personal storage space for active files was incorporated into individual staff position workspaces. Storage is divided into the following categories: vault/secured storage, archival storage, shared active files, and records/reference.

Permit Counter

The permit counter's purpose is to provide one location for

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customer service and counter space for the following departments/services:

- Community Development
- Building
- Engineering
- Receptionist
- Cashier

For the purposes of this analysis, two permit counter spaces were designated for a future City Hall: one for Community Development/Building/Engineering, and a second for Reception/Cashier/General Inquiries.

Parking

The forecasted parking requirements were calculated according to City code. The parking requirements per K.C.C. 21A.18.030 is one parking space per 300 sq. ft of government/business service use. The parking required for City Hall is as follows:

Baseline-Option 'A' (City Hall):	73 stalls
Expansion-Option 'B' (City Hall + Police)	99 stalls

However, this forecast is preliminary. It may be possible to combine or share parking needs with other Civic Center uses or the King County TOD uses. Therefore, this forecast is included as a preliminary placeholder at this point, and will be refined as the project alternatives are developed in greater detail.

Employee Ideas-City Hall

The following is a summary of employee ideas for the future City Hall based on user interviews and questionnaires. Input with regard to workspaces, common areas, and staff amenities were incorporated in the development of the space recommendations. Comments with regard to building design are included in this report, but were not addressed in this document. This input should be incorporated once the City initiates a design process for the future City Hall.

Workspaces/Common Areas

- Design separate offices for department directors
- Program workspace available volunteers and interns
- Consider housing police services at City Hall if King County decides to move the existing precinct east in the future.

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- Include a Council chamber
- Include a private Executive Council room adjacent to Council Chambers for executive session/AV room
- Provide a City Council office- a type of den/living room/informal conference area with office equipment and mailboxes-a location for Council members to conduct business during the week as needed.
- Provide more office space per position
- Incorporate future community services such as teen and senior services in the community center design.
- Include a break room/lunchroom area
- Include server/switch room
- Accommodate storage for large plans and drawings
- Include janitorial closet/storage facility
- Larger copy/mail room/ supply room
- Include generator room/emergency power generation
- Provide plenty of on-site storage for files
- Design a designated place to take registrations and permit fees
- Provide self-help display for City applications and information
- Future facility will house current in-house contract workers. The key staff in to consider: City Attorney office, parks, engineering, police chief, volunteer coordination and potentially some offices for police officers (similar to Newcastle).
- Provide conference spaces of various sizes: examples given of (12-15 range) and (small/approx. 4 person). Conference spaces should also include wipe boards, AV equipment, maybe counters
- Include computer work station at the permit counter
- Provide a small conference room near permit counter for the public to review files
- Need a larger reception area
- Provide a small room behind and adjacent to near the front desk for office machines, counters, etc.
- Provide for a 'one-stop shopping' permit center

Staff Amenities

- Provide separate staff and public restrooms
- Include informational kiosks in lobby/reception area
- Consider potential for cafe in Civic Center
- Include quiet room (re: a place for employees to rest)

- Provide employee locker/shower facilities

Building Design

- Security is a priority-the city hall layout should ensure a division of spaces while maintaining a feeling of 'openness' to the public
- Locate department director offices in proximity to City Manager's office
- New City hall should have the ability to close portions of City Hall off during night meetings.
- Provide a separation of 'private work space' vs. public's space. A separation of spaces is a priority-similar to existing set up where 'public' space is separate from 'staff' space (currently have glass divider).
- Provide an outdoor lunch area for employees which is screened from public view
- Provide plaza space for community events, functions
- Consider energy efficiency
- Provide a structure with a light and airy feel
- Ensure there is plenty of natural light/windows

C.3. Community Center Space Recommendations

The space standards for a future community center were based on City feedback on the types of programs, events, and meeting spaces that might occur in a community center and comparisons of space allocations in community centers in the region. The case studies utilized include: five community centers run by the Seattle Parks and Recreation Department and the Redmond Senior Center. The community center analysis considered the following types of spaces:

- Administrative space
- Lobby/reception area
- Assembly spaces-large multi-purpose room
- Activity rooms
- Family services
- Support Spaces

Figure 7 depicts the space needs data for a future Community Center. The Community Center is programmed for 14,771 sq. ft. The parking required for this type of facility would be approximately 50 parking stalls.

The space needs depicted in Figure 7 are preliminary in nature. The square footage allotments in Figure 7 are for analysis sake only, used solely to develop an estimated footprint for a future Community Center. The allocation of space for a Community Center will need to be refined further once the City's Parks Plan is developed.

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Figure 7: Community Center Space Needs Summary

City of Kenmore			Community Center		
FACILITY SPACE DATA SUMMARY: COMMUNITY CENTER					
Space No.	Space Name:	2001 Existing Sq. Ft.	2006 Space Needs	2020 Space Needs	Rooms: X=Enclosed O=Open
16.00	ADMINISTRATIVE	0	320		
16.01	Office		120		X
16.02	Work Area		200		X
17.00	LOBBY	0	1065		
17.01	Entry		100		X
17.02	Lounge		800		O
17.03	Reception		100		O
17.04	Storage		25		X
17.05	Vending Area		40		O
18.00	ASSEMBLY SPACES	0	4405		
18.01	Social Hall		4,000		X
18.02	Kitchen		325		O
18.03	Storage		80		X
19.00	ACTIVITY ROOMS	0	3350		
19.01	Arts and Crafts		550		X
19.02	Computer Lab		400		O
19.03	Senior Game Room		700		O
19.04	Senior Service Center		450		X
19.05	Teen Game Room		700		O
19.06	Fitness Room		550		O
20.00	FAMILY SERVICES	0	1150		
20.01	Reception/Office		120		X
20.02	Family Room		350		O
20.03	Kid's Room		200		X
20.04	Meeting Room		400		X
20.05	Storage		80		X
21.00	SUPPORT	0	900		
21.01	Mechanical/Electrical		700		X
21.02	Server Room		80		X
21.03	General Building Storage		120		X
SUBTOTAL Net Square Feet		0	11,190		
Grossing Factor for Entire Building 32%		0	3,581		
Total Community Center		0	14,771		

Note: Five of the Seattle Parks and Recreation Department Community Centers and the Redmond Senior Center were used as case studies for the allocation of space in this community center space needs analysis. This space allocation does not include space for a gymnasium, but does include a large meeting space—a multi-purpose room to accommodate passive recreational uses.

These estimated square footages are subject to change pending the results of the City's Parks Plan, currently

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underway. The square footage allocations were developed solely for the purposes of this study and do not constitute a "Community Center Program."

C.4. Library Space Recommendations

The space standards for a future Kenmore Library were based on the King County Library System's space allocation standards for new libraries. A 10,000 sq. ft. library is classified as a 'large' branch library and has associated space allocations for library spaces such as: collections, staff areas, conference rooms, etc.

Library Future Staff

The King County Library System has identified typical staffing allocations for a 10,000 sq. ft. library based on a comparison of other branch libraries in King County which are:

Librarians (totaling 150 hours/week)

- Managing Librarian - 40 hours,
- Assistant Manager - 40 hours
- Children's Librarian - 40 hours
- Young Adult/Reference Librarian - 30 hours

Library Assistants (totaling 180 hours)

- Two to three full-time employees
- Three to four part-time employees

Pages (totaling 70 hours)

- Approximately 7 part-time employees

Current Hours of Operation

M,W-11am-9pm

Th,F, S-11-5

Closed Tuesdays and Sundays

Future/projected hours of operation

Facility-(typical hours of existing KC libraries of approx. 10,000 sq. ft. size)

Seven days a week, open every evening

M-Th- 10-9

F: 10-6

Sat./Sun. 10-5

Anticipated Level of Service

The current Kenmore Library facility does not meet King County Library System's adequacy standards based on its size relative to the community demand. However, combined with the other branches in the Northshore Planning Area have higher volumes/square footage per capita. Based on

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conversations with library staff, there has been a 10-15% increase in people using the library since last year.

It is anticipated that the types of services currently provided would remain the same, merely expanded to accommodate growth and demand. For example, more hours, increased staffing, a larger reference section, full time children services, etc. In addition, with a larger facility, the library can hold programs and activities in house, rather than what is currently done at neighborhood schools.

Figure 8: Library Space Needs Summary

City of Kenmore				Library	
FACILITY SPACE DATA SUMMARY: LIBRARY					
Space No.	Space Name:	2001 Existing Sq. Ft.	2006 Space Needs	2020 Space Needs	Rooms: X=Enclosed O=Open
22.00	ADMINISTRATIVE				
22.01	Office Space		150		X
22.02	Staff Room/Lockers/Closet		300		X
22.03	Staff Workroom/Delivery		1,200		X
23.00	COLLECTIONS				
23.01	Children's		1,000		O
23.02	Young Adults		200		O
23.03	Adult		3,100		O
24.00	REFERENCE				
24.01	Reference		400		X
25.00	ASSEMBLY SPACES				
25.01	Multi-Purpose		750		X
25.02	Conference Room		200		X
26.00	COMMON SPACES				
26.01	Circulation Services		600		O
26.02	Maintenance		100		X
	SUBTOTAL Net Square Feet	0	8,000	0	
	Grossing Factor for Entire Building 25%	0	2,000	0	
	Total Library	2,112	10,000	0	

Source: King County Library System

Library Common Spaces

The King County Library System (KCLS) has located a branch library within a City's civic center complex in the past, such as in Tukwila, Duvall, and Redmond. In those instances, King County Libraries shared certain facilities such as parking, meeting rooms, and bathrooms. If the

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library were to share spaces with other potential Civic Center users, adequate size and distribution of parking, meeting rooms, and bathrooms is a priority for King County.

Parking

There are currently 12-15 stalls at the Kenmore library. This is a deficient amount, especially in the evenings and Saturdays. Potential parking deficiencies is King County Library's biggest concern at both the existing site and if a future shared facility was to be constructed. Shared parking usage is not a goal for King County. Findings from past experiences indicate that where they have shared parking, there was inevitably a deficiency of parking for library patrons due to numerous competing interests. Library staff has expressed an interest in working with the City to satisfy their concerns.

For a facility of 10,000 square feet, King County Library indicated that a minimum of 50 stalls should be devoted to library usage-this includes the assumption that there will also be available street parking. The potential for a drive-through book drop off could reduce this number of estimated parking stalls. The above parking estimate is based on an assessment of demand, and does not reflect parking requirements per zoning code requirements. Per K.C.C. 21.A.18.030, a total of 33 parking spaces would be required to meet the needs of a 10,000-sq. ft. library. This required parking number will be analyzed in greater detail and refined as the project alternatives are developed.

Meeting rooms

A multi-purpose room and smaller conference room are typical for a 10,000 sq. ft. facility. The area designated for a small conference room could also be applied to smaller study rooms (accommodating 2-4 people). There is potential to share a large multi-purpose room if smaller study rooms were located within the library. However, due to the shortage of public meeting spaces currently available in Kenmore, the library space allocations include a large multi-purpose room specifically for their use.

Loading Space

Loading and delivery considerations need to be accounted for in the library design. The library gets approximately 2-4 truck stops a day currently for interlibrary deliveries and office supplies. For example, on a slow day,

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approximately 8 boxes of books are delivered each morning.

Storage

There are no programmatic space needs for storage at a branch library as most of the storage occurs off-site.

Employee Ideas-Library

The following is a summary of library staff ideas for the future Library based on interviews with Library staff. Input with regard to workspaces, common areas, and staff amenities were incorporated in the development of the space recommendations. Comments with regard to building design are included in this report, but were not addressed in this document. This input should be incorporated once the King County Library System initiates a design process for the future Library.

Workspaces/Common Areas

- Current square footage is insufficient.
- Provide staff restrooms and public restrooms
- Provide a managing librarian office-currently library manager does not have an office, but sits at a small table.
- Provide a cleaning room-a place to wash/clean dirty books
- Include a copy alcove available to the public
- A new library facility will need to accommodate a larger number of computer stations
- Include a public reception area

Staff Amenities

- Provide a staff workroom/break room

Building Design

- Interested in 'activity center' location-not just a 9am-5pm location. KCLS likes to be in areas of high traffic/visibility, near commercial areas and in a convenient location. Existing City Hall location good
- Near schools where possible
- Interested in a street presence

Part D. Appendix

D.1. User Questionnaires

Blank versions of the questionnaires used for this study.

D.2. Space Diagrams

The appendix includes space diagrams for the following types of spaces:

- Workstations
- Offices
- Conference Rooms
- Council Chambers

Part D.1. User Questionnaires

STAFF QUESTIONNAIRE

Instructions: Please complete this questionnaire and return to the Community Development Department by Friday, October 5, 2001. The information you provide will be utilized to determine future City Hall space needs.

1. Department/Division Information:

Department Name: _____

Division Name: _____

Your name: _____

Your title: _____

Phone number: _____

E-mail: _____

2. Activities: Please describe your primary activities/functions.

3. Workspace: Is your space a:

Private Office

Private Workstation

Shared Workstation

☐

☐

☐

Other: _____

4. Adjacencies: With other city staff do you have regular interaction/communication? (Please list).

Name of Individual

Weekly

Daily

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

5. Existing Equipment: Please indicate which of the following presently exists in your workstation.

☐

Computer:

☐

Desktop

☐

Mini-

☐

Tower

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tower

- ☐ Monitor: ☐ 15" or less ☐ 17" ☐ 20" or more
- ☐ Printer
- ☐ Plotter
- ☐ Typewriter
- ☐ Tube holders

6. Existing Furniture: Please indicate which of the following presently exists in your workstation.

Item	Size	Quantity
<input type="checkbox"/> Desk		
<input type="checkbox"/> Credenza		
<input type="checkbox"/> Files		
<input type="checkbox"/> Task Chair		
<input type="checkbox"/> Side Chair		
<input type="checkbox"/> Drafting Stool		
<input type="checkbox"/> Table		
<input type="checkbox"/> Printer Table		
<input type="checkbox"/> Bookcase		
<input type="checkbox"/> Overhead Shelving		
<input type="checkbox"/> Layout Table		
<input type="checkbox"/> Drafting Table		
<input type="checkbox"/> Computer Table		
<input type="checkbox"/> Other _____		

7. Shared Equipment: Do you have any equipment in your area that is shared with another individual? Please explain.

8. Storage Requirements: Do you have any special storage requirements? Please explain.

9. **Special Requirements:** Do you have any other special requirements? Please describe.

Thank you for your time in completing this questionnaire.

Part D.1. User Questionnaires

DEPARTMENT QUESTIONNAIRE

A. PERSONNEL INFORMATION

Date:

Department Name:

Department Head:

Your Name:

Phone number:

E-mail address:

B. ORGANIZATIONAL STRUCTURE

- 1. Activities:** Briefly describe the mission and general day to day activities of your department.

2. Organization

- a) What is the total number of employees in your department, current and projected to 2006?

Current number of employees:

Projected to 2006?

- b) Please provide an organizational chart showing major divisions, subdivisions, and any special components of your department's organization and a listing of employees by name and position.

C. OPERATIONS

1. **Departmental changes:** Do you foresee any changes in your department/division's operation or organization through 2006 that would drive future office design or layout?

Yes

No

☐☐

Comments:

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2. **Technology:** Is your department/division planning any significant technological changes that could affect your office design?

Yes

No

☐☐

Comments:

3. **External Contact:** What degree of special interaction does your department/division have with outside parties (the public, delivery/service, etc)?

4. **Hours of Service:** Does your office have any after-hours access requirements (evening meetings, etc.)? With what frequency?

5. **Adjacencies:** Does your department have adjacency requirements with other departments to function properly? Please list.

6. **Shared Resources:** Do you have any space requirements in your department that can be shared with another department or division (lunch rooms/conference rooms/break rooms)? Please explain.

	Yes	No
Conference rooms	<input type="checkbox"/>	<input type="checkbox"/>
Lunch/break rooms	<input type="checkbox"/>	<input type="checkbox"/>
Copy/mailrooms	<input type="checkbox"/>	<input type="checkbox"/>
Reception areas	<input type="checkbox"/>	<input type="checkbox"/>
Technology spaces	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

D. SPACE NEEDS

1. **Square Footage:** How well does your current square footage meet your department's needs? Does your department currently have any overcrowding or unused space? Please explain.

Current square footage

Comments:

2. **Special Requirements:** Are there any special needs spaces that your department/division has now or will have in the future (e.g., areas other than office space such as workspace for volunteers, training rooms, video conferencing)? Approximately how much additional space (sq.ft.) would be required?

3. **Storage Requirements:** Does your department have any on-site storage or archiving needs? Please describe.

4. **Conference/Meeting Facilities:** Does your department currently have its own conference rooms or meeting facilities? What do you consider is required in the future?

Size	Number of rooms (existing)	Number of rooms (future need)
Small (less than 8 persons)		
Large (12 persons)		
Board room (30 persons)		

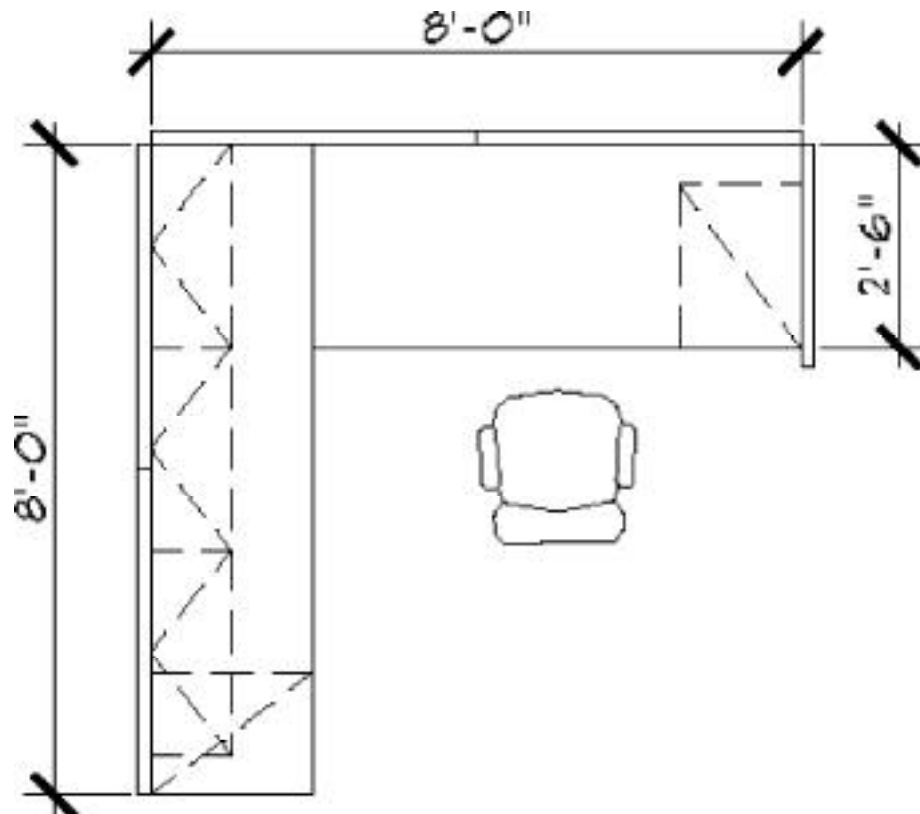
5. **Parking:** Describe the adequacy of your current parking arrangements. Are there particular occasions where existing parking is deficient?

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6. **Other:** Please describe any other issues which may affect space programming of a new City Hall facility.

Type of Space: Workstation

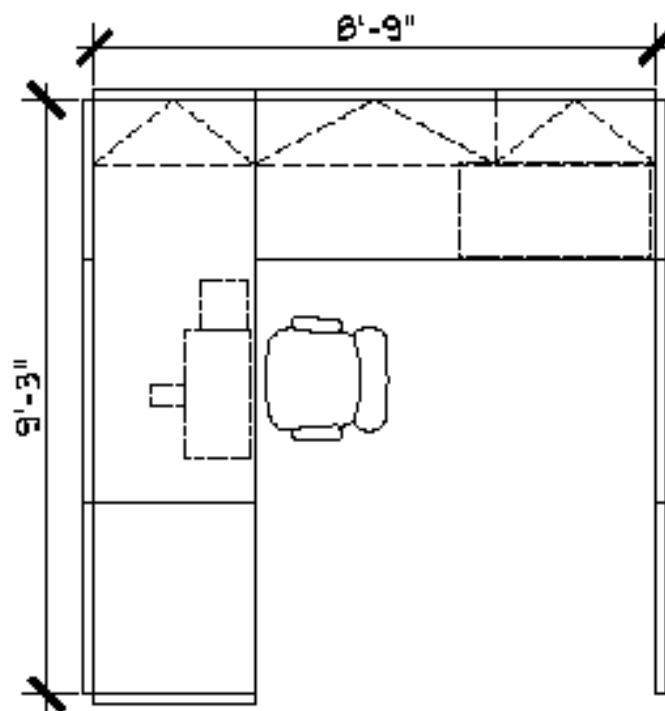
Square Footage: 64



Not to Scale

Type of Space: Workstation

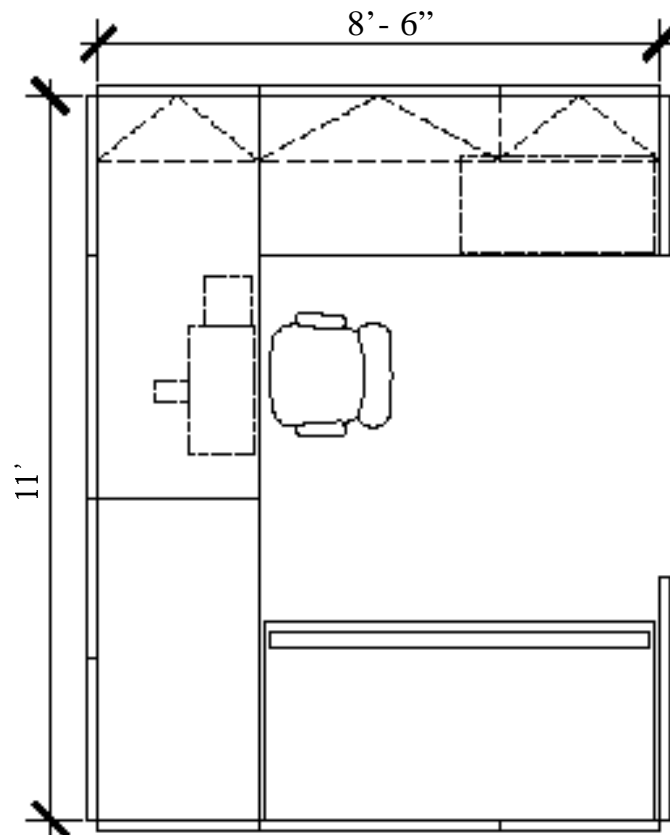
Square Footage: 80



Not to Scale

Type of Space: Workstation

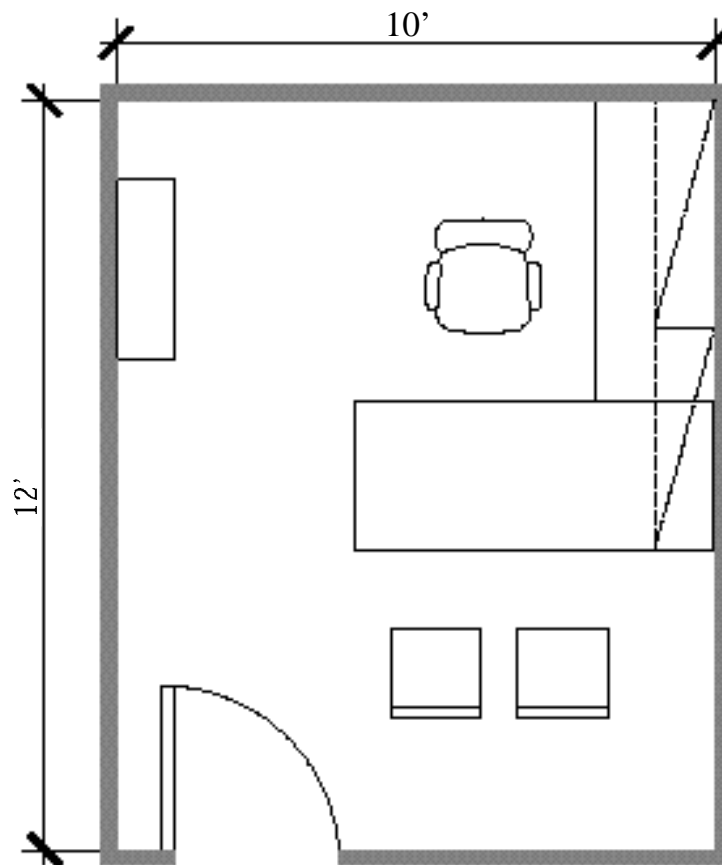
Square Footage: 94



Not to Scale

Type of Space: Office

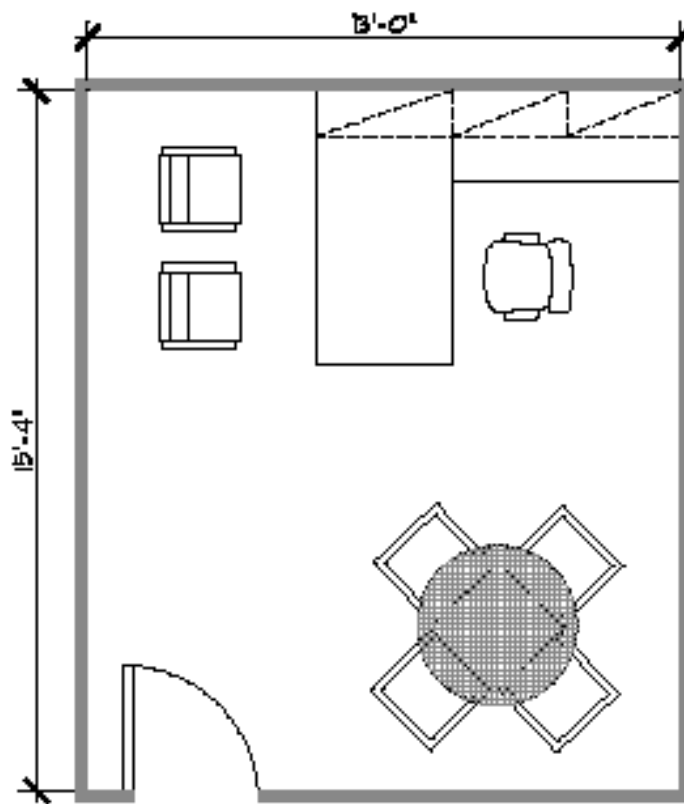
Square Footage: 120



Not to Scale

Type of Space: Office

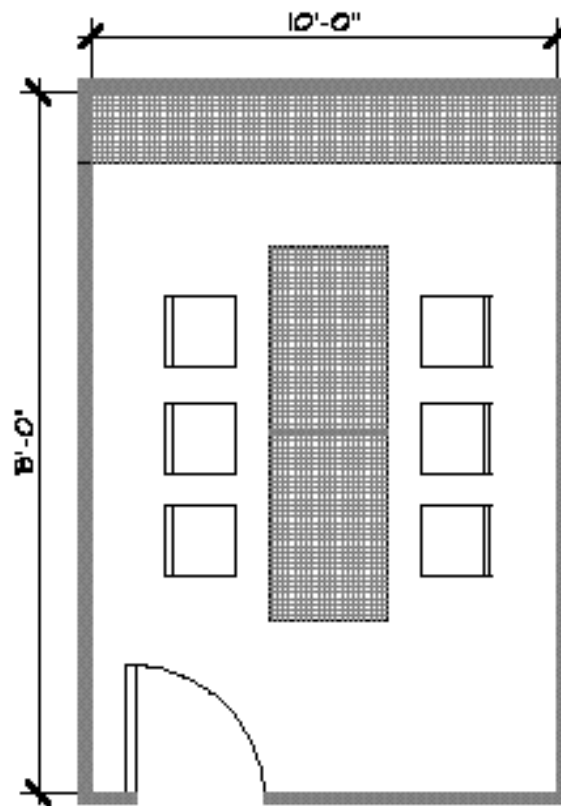
Square Footage: 200



Not to Scale

Type of Space: Small Conference Room

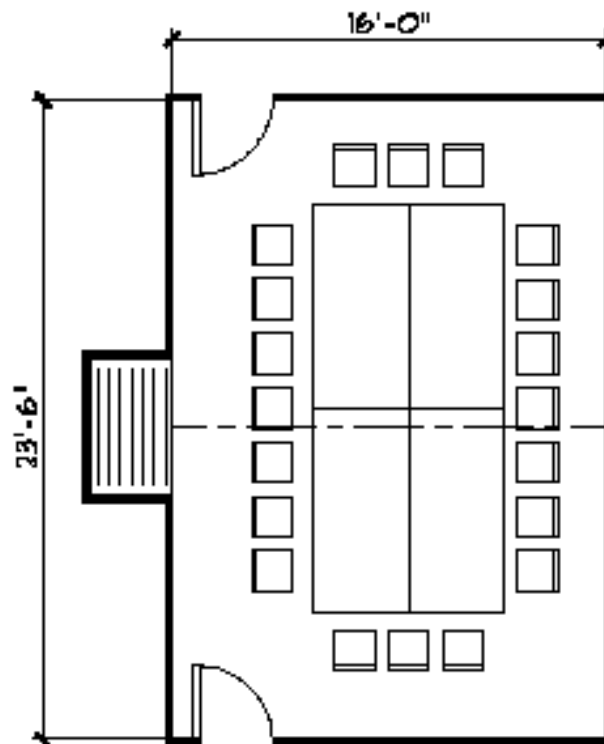
Square Footage: 150



Not to Scale

Type of Space: Large Conference Room

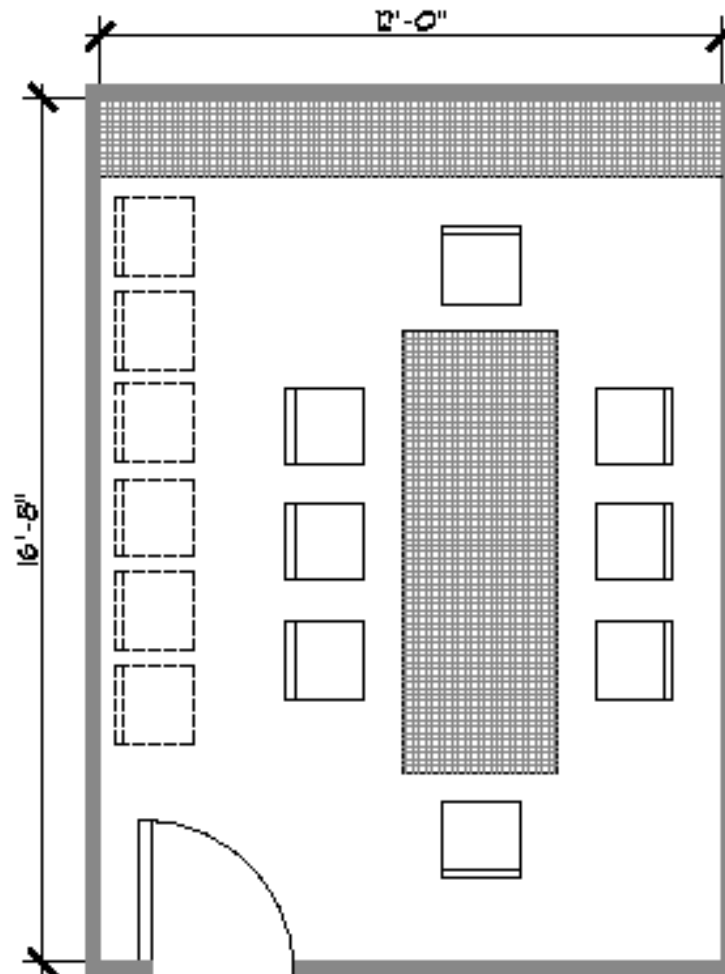
Square Footage: 375



Not to Scale

Type of Space: Executive Conference Room

Square Footage: 200



Not to Scale

Type of Space: Council Chambers

Square Footage: 1200

